



An agency of the Centre Region Council of Governments.

Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton.

REQUEST FOR PROPOSALS

Deadline: Friday, March 14, 2014

11:00 AM

2014 Mobile Food/Beverage/Snack Concession Service Licenses

for the John Hess Softball Field Complex,
Park Forest Community Swimming Pool &
Wm. L. Welch Community Swimming Pool

The Centre Region Parks Recreation Authority invites sealed proposals from food/ beverage/snack concessionaires to provide specified services for the 2014 summer season (May through October) at the John Hess Softball Field Complex, 1707 Shingletown Rd., State College, PA 16801 (Harris Township, Centre County) and/or at Welch and Park Forest Community Swimming Pools.



Written proposals using the attached Form of Proposal are invited until 11:00 AM, Friday, March 14, 2014. The Authority Board is expected to act on the proposals at their regular meeting on Thursday, March 20, 12:15 PM at the Centre Region COG Building, 2643 Gateway Drive, State College, PA 16801.

2014 Food Concession Service License Overview

The Authority desires to issue licenses for concession services for:

1. Hess Softball Tournaments per the tentative tournament schedule listed below,
2. Hess Youth Softball Leagues on Monday and Tuesday evenings starting at 4 PM,
3. Hess Adult Softball Leagues on Wednesday and Thursday evenings.
4. At Park Forest and Welch Pools, scheduled services to patrons (Memorial Day - Labor Day).

Concession License Awards

The Authority reserves the right to accept or reject any or all proposals, to waive irregularities in any proposal, to accept those proposals which are deemed to be the most favorable to the Authority, and, prior to awarding the license(s), schedule interviews with the vendor or with their references.

The Authority considers factors such as:

- the bidder's food service experience and references,
- a capability of the vendor to finance and operate the proposed concession service,
- the available menu/product options and prices,
- the proposed schedule of operation,
- the proposed sites of operations, and
- the commission/fees proposed by each bidder to remit to the Authority.

Documents submitted must represent a full and complete proposal. Proposals with conditions/options not fully-detailed in the proposal will not be considered by the Authority.

Menu Products to be offered:

- Standard “ballfield foods” (hotdogs, hamburgers, French fries, candy items, bagged snacks, etc.)
- Providing "Healthy Food Choices" (including fruit items) to patrons is encouraged.
- Coffee/tea, hot cocoa, soda, bottled water, etc.
- Flavored water ice or similar novelties and refreshments, including soft pretzels.
- No glass containers, tobacco products or alcoholic beverages shall be sold or distributed at any CRPR site.

Other Authority-Licensed Concessions

Only Authority-licensed concessionaires are authorized or permitted to sell food or snack concessions at each site. In addition to the services requested in this proposal, vending machine services and other unduplicated services may also be made available by separate licenses. Therefore, the Authority may award multiple concession licenses based upon:

- the respective schedules of proposed services at each site,
- if the products to be provided to visitors are not duplicative in nature, and/or
- the Authority’s desire to provide specialty food items to visitors.

Submitting a proposal verifies the vendor’s compliance with the following requirements:

- Concession vendors must provide their own service equipment (such as a portable cart, trailer or vehicle) and secured storage areas. The vendors may not store their items in CRPR facilities. Additional storage structures must be proposed in writing and approved in advance by the Authority.
- Utilities provided by the Authority: Electricity and a public water connection are available and provided at the Hess Field Complex. No wired telephone service is available to vendors. Wireless Internet service may be available, but is not guaranteed. The vendor is required to provide all necessary and Code-approved connections to the owner-provided utilities.
- The Authority does not guarantee security for any inventory or property stored at any site.
- Vendors are solely responsible to obtain the required Municipal Business Tax Licenses/Permits, as applicable for each site, and to fully comply with PA Sales Tax regulations, where applicable.
- Vendors are solely responsible for compliance with all municipal and state ordinances/ regulations/ inspections, including *ServSafe*® *Food Safety Certifications* and Centre Region Code Agency requirements. Such certifications and permits shall be posted during the operation of each unit.
- Staff will notify vendors of the status of their proposals upon action by the Authority Board.
- A vendor may not assign or sublet the concession services license without the prior written consent of the Authority.
- The successful vendor will be permitted to display signage on the mobile unit(s), but not on the park facilities or premises without advance written permission of the Authority staff. Vendors are required to post vendor contact information in a location on each unit that is clearly visible to all patrons - to assist with resolving any service issues.
- The vendor is responsible for any vendor-related damages caused to Authority facilities as a result of the vendor service.
- The Authority reserves the right to suspend and/or revoke the license based upon inadequate services or noncompliant service by the vendor. Notice of such action by the Authority shall be provided in writing to the licensee, to include that all vendor property must be removed within ten calendar days of delivery of the written notice.

- The vendor agrees to protect, defend, indemnify and hold the Centre Region Parks and Recreation Authority, its officials, employees and agents free and harmless from and against any and all losses, penalties, damages and costs arising directly or indirectly from this license.

Insurance Requirements

Prior to issuance of a CRPRA Concession License, the licensee shall provide at their expense the following insurance, in companies licensed in the Commonwealth of Pennsylvania, as evidenced by certificates to be provided to the Authority:

- A. Workers' Compensation, Statutory - in compliance with the workers' compensation law of the Commonwealth of Pennsylvania.
- B. General Liability Insurance - with a minimum limit of liability per occurrence of \$500,000 for bodily injury and \$500,000 for property damage. (A combined single limit of \$1,000,000 is also acceptable). This insurance shall list on the Certificate of Insurance the following coverage:
 - 1. Premises - Operations
 - 2. Independent Contractors and Subcontractors
 - 3. Products and Completed Operations.

The certificate shall list the Centre Region Parks and Recreation Authority as an Additional Insured. Such certificates shall be provided within ten calendar days of the award by the CRRA.

The John Hess Softball Field Complex

2014 Tournament Schedule (schedule subject to change)

Providing services at each tournament is required and is an important part of this contract.

- | | | | |
|-------------------------|-------|---------------------------|-------|
| 1. Sat-Sun., May 17-18 | USSSA | 6. Sat-Sun., July, 26 -27 | ASA |
| 2. Sat-Sun., June 14-15 | USSSA | 7. Sat-Sun., Aug. 2-3 | ASA |
| 3. Fri-Sun., June 21-22 | ASA | 8. Sat-Sun., Aug. 16-17 | ASA |
| 4. Fri-Sun., June 27-29 | USSA | 9. Sat-Sun., Aug. 30-31 | USSSA |
| 5. Fri-Sun., July 4-6 | ASA | 10. Sat-Sun., Oct. 18-19 | USSSA |

There are currently a total of 10 tournaments scheduled for 2014. Additional pending tournaments include:

- SC Little League Softball: One Annual Tournament
- Penn State Univ. Athletic Conference: One Annual Tournament
- National Club Softball (College-age): One Tournament (October)

2014 Softball League Schedule

EVENING LEAGUES	Field # H1	Field # H2	Field # H3	Field # H4
MON. June-August	Centre Region Girl's Fast Pitch	Centre Region Girl's Fast Pitch	Centre Region Girl's Fast Pitch	<i>Field # H4 is scheduled for limited play due to sun glare (resulting from the field orientation).</i>
TUE. June-August				
WED. May-August	35+ Slow Pitch	35+ Slow Pitch	35+ Slow Pitch	
THU. May-August	45+ Slow Pitch	45+ Slow Pitch	45+ Slow Pitch	
FRI. - SAT. - SUN.	Tournament games as scheduled			
SUN. After 4 PM, May-August	35+ Slow Pitch	35+ Slow Pitch	35+ Slow Pitch	

STAFF CONTACT:

Niki Tourscher, CRPR Program Manager

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Attached: FORM OF PROPOSAL

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FORM OF PROPOSAL
2014 Mobile Food/Beverage/Snack
Concession Services Licenses
 at the John Hess Softball Field Complex,
 Welch Pool & Park Forest Pool

Sealed proposals will be accepted until 11:00 AM, Friday, March 14, 2014 at the CRPR Offices, 2643 Gateway Drive #1, State College, PA 16801.

"I understand and will comply with all the stated requirements of these documents."

Company Name: _____ **Fax:** _____
Mailing Address: _____

Signature: _____ **Phone:** _____
Name Printed: _____ **Date:** _____
Email Address: _____

Each proposal must include the following information:

PROPOSED SITES (Check sites selected)

<input type="checkbox"/> HESS FIELD COMPLEX	<input type="checkbox"/> WELCH POOL	<input type="checkbox"/> PARK FOREST POOL
Vendor will provide services for all above-listed tournament dates <u>except as listed here</u> :* _____ _____ _____ Vendor will provide services for all evening leagues, <u>except as circled below</u> : Mo Tu We Th Fr	Please indicate on the next page the specifics of your proposed services at this site (products and schedule).	Please indicate on the next page the specifics of your proposed services at this site (products and schedule).

BID PRICE #1: Proposed Percentage of Gross Sales that will be paid to the Authority in monthly payments per site, by the 15th of the following month (one check may be submitted monthly with the detailed, multiple-site report): _____ **% of gross revenue**

Hess Field Complex: May - October 2014

Welch & Park Forest Pools: Memorial Day Weekend through Sunday, Sept. 8, 2014

BID PRICE #2: Proposed Utility Reimbursement to the Authority utilities/recycling/trash expenses, payable annually by 30 Jun 2014, per site.

\$ 500. per year for the Hess Field Complex for 5.5 months (May - October only)

\$ _____ per year for Welch Pool for 3 months (June - August only, if proposed)

\$ _____ per year for Park Forest Pool for 3 months (June - August only, if proposed)

\$ _____ **TOTAL Utility Reimbursement proposed.**

*For those tournament weekends the primary vendor will not provide service, please indicate the provisions you will make to furnish another qualified service provider.

IN ADDITION, the following information/documents must be submitted with each sealed proposal:

1. Listing of proposed mobile equipment (size & features) at each site. Photos are recommended but optional.
2. Utility requirements and any other requests for serving each site.
3. Listing of all proposed merchandise and product pricing. Proposals shall include a description of the menu items proposed to be sold, in addition to any additional or sundry items to be offered for sale. The Authority reserves the right to reject specific items if, in the opinion of the Authority, these items are not appropriate for sale in a public park setting.
4. The proposed 2014 service details and schedule for:
 - A. Hess Field Complex
 - B. Welch Pool
 - C. Park Forest Pool
5. The contact information for 3 business references.